



# APPRENTICESHIP ON-THE-JOB-TRAINING

## ON-THE-JOB TRAINING APPRENTICESHIP REIMBURSEMENT INITIATIVE PROGRAM ELIGIBILITY DOCUMENT CHECKLIST

*(Please submit one document under each section for verification)*

For consideration of the OTJ Training Apprenticeship Reimbursement Program all packets must meet the qualifications as a registered apprenticeship program and the sponsor must work with the candidate in order to submit the following required eligibility documentation. Failure to provide proof of Apprenticeship Agreement and/or D.C. Approved Registration via the D.C. Apprenticeship Council in combination with the items listed below will disqualify or delay the approval of the OJT agreement. See below:

### PROVIDE THE FOLLOWING DOCUMENTS TO VERIFY RESIDENCE IN WASHINGTON, DC. \*

- ☐ Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- ☐ Official School Record such as a transcript or report card from the current school year
- ☐ Mail from a Federal or District Government Agency (dated within past 6 months)
- ☐ 2021 Income Tax Form 1040 (must be signed and notarized)
- ☐ Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- ☐ 2021 notarized W-2

\*All documents verifying residence must show the participant's name and address.

### THE APPLICANT HAS A VERIFIED SOCIAL SECURITY NUMBER.

- ☐ Social Security Card
- ☐ Letter from the Social Security Administration (must show participant's name and SSN)
- ☐ 2021 W-2 (must show participant's name and SSN)

### THE APPLICANT HAS PROVIDED THE FOLLOWING DOCUMENTS TO VERIFY PERMISSION TO WORK IN THE UNITED STATES.

- ☐ A Photo ID and U.S. Birth Certificate or a Photo ID and a Social Security Card (Photo ID must be a state-issued driver's license, ID card, or school ID)
- ☐ U.S. Passport, Permanent Resident Card, or INS Form I-766 with Unexpired Employment Authorization
- ☐ Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94

**(Consult Federal I-9 Form for Additional Acceptable Documents)**

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